

Rutland Area Food Coop Board of Directors Agenda
November 21, 2024
Location: RAFC board meeting room



BOD Present:

Theresa Haywood- 1st Facilitator
Jeanne Kaufman- 2nd Facilitator
Steven Morneau- Treasurer
Kevin Gustafson – Clerk
Irene Gold
Kathleen Wanner
Gisella Keller
Justine Ligon
Max Walker

Absent:

Sue Priest
Jennifer Sanford
Jeffrey Reel

Guests:

Chris Etori

Board Recorder: Katie Salomon

Facilitator Call to Order: Theresa called the meeting to order at 6:04PM. Kevin was elected timekeeper. No agenda Requests.

Comments From Staff or Member- Owner Guests: Kheya Ganguly is unable to attend any meetings at this time and will therefore reconsider BOD membership in the spring.

Clerks Report:

-Approval of October Minutes:

Motion to Approve September Minutes:

-1st- Kevin

-2nd- Jeanne

All were in favor.

Treasurer's Report:

Finance Committee:

Jeffrey sent information discussing finances. Issues with finances included a five pay period month, duplicate payroll, and staff changes. It was agreed that updating pricing and profit margins in the system were some of Jeffrey's top concerns. Improvements to be made such as the kitchen and membership with the Chamber were discussed. The Agenda and Charter were reviewed.

Jeanne and Steven plan to create simple spreadsheets and charts as well as a monthly spotlight report. It was agreed to be a positive month. Co-op deals emails have been resumed.

Steven's Recommended Changes to Charter:

The updates will be reviewed individually first. Once the committee approves, it will be brought to the BOD to discuss changes for the next meeting.

Committees:

Education & Outreach Committee: The committee is continuing work on educational pamphlets, using consistent language and messaging to update the website and guide staff on various talking points. Future goals of the committee include informing the community on affordable and nutritious food with basic recipes and other information.

Strategic Planning: Jeffrey and Gisela met to define next steps. Jeffrey was on board. The Columinate Board Expansion section was reviewed. The next strategic Planning meeting will be used to define the next two years. They hope for broader board participation. Once the milestones are defined, the discussion will be brought to the BOD for additional discussion. This is important to reach external audiences and agencies.

Membership Outreach: Steven, Jennifer and Sue met and discussed its purpose. It was defined as deepening the connection between members and community by fostering member to member engagement, establishing ambassadorship opportunities and developing outreach programs. The committee supports the Co-op's values of inclusivity, community support and food accessibility.

The charter and agenda were reviewed.

The Outreach Committee plans to work with Jeffrey to establish a membership manager. Preferably, this would be a staff member and 1-2 member owners.

Obtaining an active membership roster is a priority for the committee. Defining what members can do to be of value and be engaged was established as another goal.

Policy Governance:

Board Process

D2, D3 :

It was agreed by the BOD to use Columinate's template wording for RAFC's policy D2, #1. No further discussion was had.

Motion to approve adoption of new language in D2, #1:

1st- Kevin

2nd- Justine

All in approval

Grammatical edits suggested for D3. All in approval.

Executive Limitations:

B1:

A discussion of the relationship between GM and staff as well as financial viability. These topics will be discussed further in executive session.

Motion to accept out of compliance (tenets 1 and 2, sales growth and net income) and revisit next month, discussing further in executive session.

1st- Theresa

2nd- Jeanne

All were in favor.

Old Business:

Year End Appreciation Gift to Staff:

A list of staff was agreed to be obtained to provide staff with cards. They are to be signed at December's meeting. Digital contributions to be made through Steven.

Review of Upcoming Meetings:

Membership outreach (2nd Tues., 6pm, RAFC): Dec. 10

Strategic Plan/ Lease (2nd Wed., 12:15pm, virtual): Dec. 11th

Columinate consultant meeting (2nd Thurs, 10am, virtual): Dec. 12th

Finance (3rd Wed., 6pm, virtual): Dec. 18th

Education (3rd Thurs, 2pm, RAFC): Dec. 19th

Next BOD meeting (4th Thurs., 6pm, RAFC): Dec. 19th (3rd Thurs due to holiday)

PG Assignments:

-B5- Jeffrey

-D4- Jeanne

Action Items:

-Finance to bring changes to chamber once approved by committee

-Steven and Jeanne to provide monthly stoplight report, charts and spreadsheets

-Finance charter to include involvement of the bookkeeper and GM

-Gisela to send an email regarding the next strategic Planning meeting and send virtual link

- Theresa to update language in register and policy 2024 for D2
- Kevin to update Grammatical changes in D3 2024 policy Register
- Jeanne to obtain list of staff for Year end Gift
- Theresa to ask Gerry about access to key for BOD
- Outreach committee to work with Jeffrey to establish a membership manager. Preferably a staff member and one to two member owners
- Active membership roster for Membership Outreach Committee

What the BOD would tell members about this meeting:

Our First Facilitator is proud of the discussion had on the financial health of the co-op and developing a concrete plan, making apparent our dedication to the co-op.

Meeting adjourned: 7:06pm

All in favor. With plans to move executive session: personnel